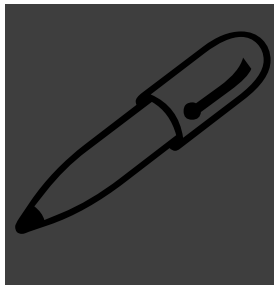


# Employee Time Entry Manual

July 22, 2009



To obtain a link and shortcut instructions to access TimeWizard, send an e-mail to Debbie Green at [greendeb@mail.nih.gov](mailto:greendeb@mail.nih.gov)

TimeWizard does not prompt you to save your timesheet. Please remember to save your timesheet when making entries.

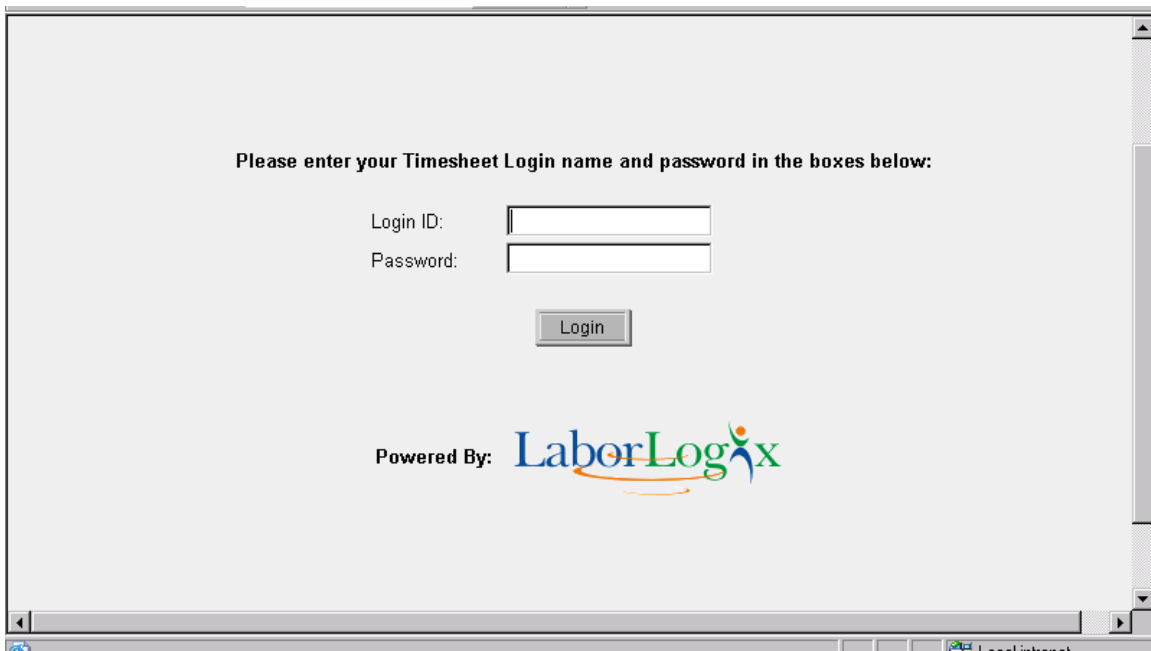


HELP DESK 301-846-1200

## Accessing Your Timesheet

To access your timesheet, click on the Timesheet Login shortcut you created on your desktop.

- Enter “**s a**” followed by your 5-digit SAIC-Frederick employee number in the Login ID box, and in lowercase letters, enter “**password**” in the Password box. Then either hit the “**Enter**” key on your keyboard or click on the “**Login**” button.
- The next screen is your employee TimeWizard home page.
- **You must change your password once you have logged into TimeWizard.**

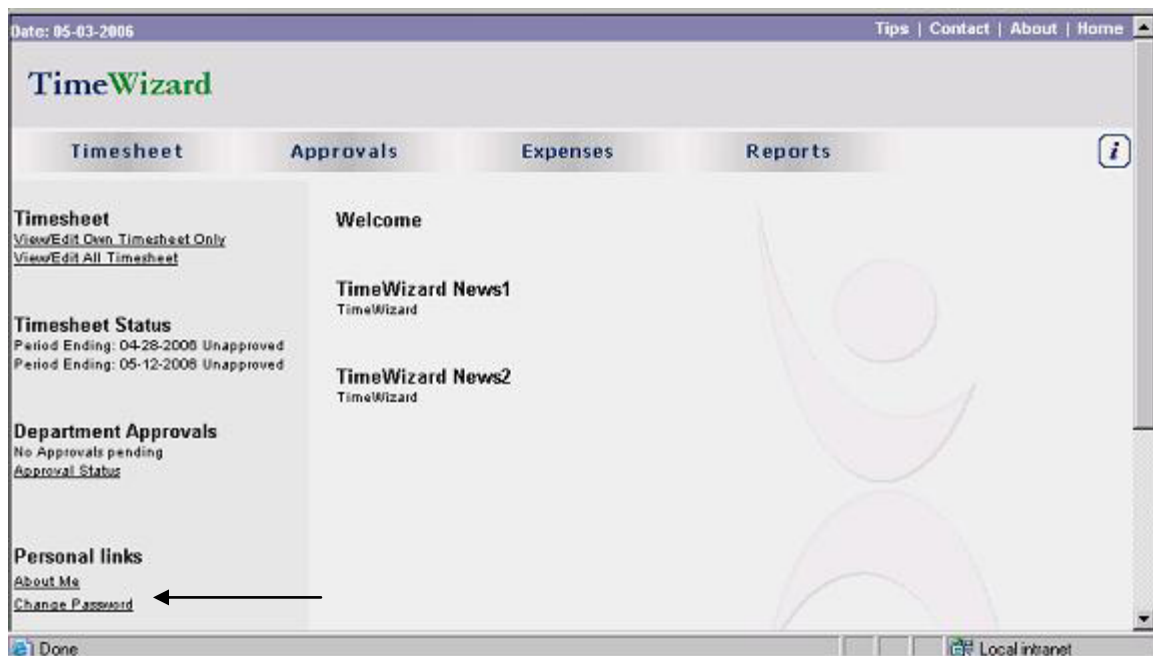
A screenshot of a web browser window displaying the TimeWizard login screen. The page has a light gray background. At the top, it says "Please enter your Timesheet Login name and password in the boxes below:". Below this, there are two input fields: "Login ID:" and "Password:". A "Login" button is positioned below the password field. At the bottom of the page, it says "Powered By: LaborLogix" with a logo. The browser's address bar shows "Local intranet".

TimeWizard Login Screen

## Employee's TimeWizard Home Page

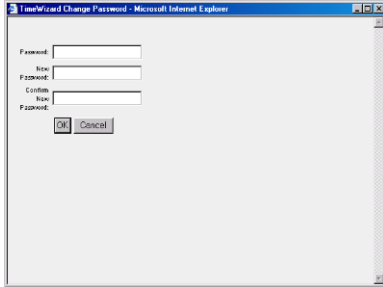
From your employee home page, you are able to gain access to your timesheet and change your password. This page also shows you the approval status of your submitted timesheets.

To change your password, click on "***Change Password***" in the lower left-hand corner of your home page, listed below **Personal links**.



TimeWizard Employee Home Page

## How to Change Your Password



- Enter your password in the first Password box.
- Enter your new password in the New Password and Confirm New Password boxes.
- Password length is four to twenty characters.
  - Do not begin or end your password with the letter "a."
  - Do not begin with a number or CAPITAL letters.
  - You may use a mixture of numbers and letters.
- Passwords must be **lowercase**.

### Change Password Screen

When choosing your password:

- Refrain from using personal information, such as names of family members, or addresses.
- Do not use words directly from the dictionary.
- Use a combination of letters and numbers.
- Use a common word, but misspell the word.
- Make it easy to remember, but difficult to guess.

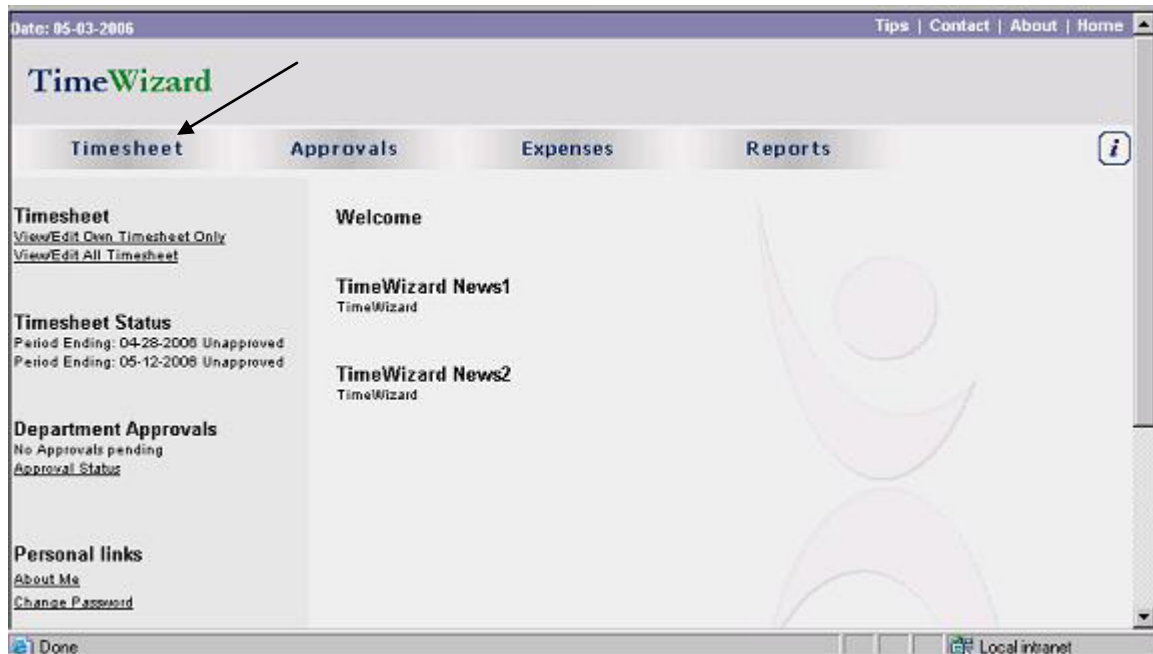


If you forget your password, please call one of the following TimeWizard administrators:

Debbie Green	301-846-5545
Debbie Christ	301-846-1526
Courtney Kennedy	301-846-5173

## Recording Hours on Your Timesheet

To retrieve your timesheet, click on "**Timesheet**" in the upper left-hand corner of your home page.



Before recording hours on your timesheet, verify that the current pay period ending date is displayed in the upper right-hand corner. Hours must not be entered in advance unless you are on company travel or scheduled leave. (Company travel must be recorded in the note section of the timesheet.)

The screenshot shows the 'Employee's Electronic Timesheet' interface. At the top, there's a header with 'Logon ID: SA52738' and 'Date: 05-03-2006'. Below this is a toolbar with various icons. The 'Timesheet' section is active, showing 'View: Edit' and 'SELF' as the user. The 'Period Status' is 'Open' and 'Approval Status' is 'Unapproved'. The 'Period Begin' is '04-29-2006' and the 'Period End' is '05-12-2006', with an arrow pointing to the dropdown menu. The main table displays hours recorded for various departments and leave types. The 'Daily Total' row shows 16.0 hours for the period.

Select All	Center	Center Description	Sat 4/29	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6	Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10	Thu 5/11	Fri 5/12	Period Totals	ETC/Total
<input type="checkbox"/>		Payroll Department			8.30	8.70											15.00	0.00
<input type="checkbox"/>	emp default	Administrative Leave																0.00
<input type="checkbox"/>	emp default	Credit Leave																24.00
<input type="checkbox"/>	emp default	Holiday Leave																0.00
<input type="checkbox"/>	emp default	Other Leave																0.00
<input type="checkbox"/>	emp default	Sick Leave																599.70
<input type="checkbox"/>	emp default	Vacation Leave			1.00												1.00	276.12
		Daily Total	0.00	0.00	7.30	8.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.0	

Employee's Electronic Timesheet

Center numbers and leave accounts appear on the left-hand side of the timesheet. Vacation Leave, Sick Leave, and Credit Leave (if applicable) balances are shown on the right-hand side of the timesheet.

When recording hours worked or leave taken, enter the hours in the boxes directly below the dates. Charge your time to the appropriate center or leave account number. After entering your hours for the day, click on the "Save" button on the toolbar.

Select All	Center	Center Description	Sat 4/29	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6	Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10	Thu 5/11	Fri 5/12	Period Totals	ETC/Sal
<input type="checkbox"/>		Payroll Department			8.30	8.70											15.00	0.00
<input type="checkbox"/>	emp default	Administrative Leave															0.00	
<input type="checkbox"/>	emp default	Credit Leave															24.00	
<input type="checkbox"/>	emp default	Holiday Leave															0.00	
<input type="checkbox"/>	emp default	Other Leave															0.00	
<input type="checkbox"/>	emp default	Sick Leave															259.70	
<input type="checkbox"/>	emp default	Vacation Leave			1.00												1.00	276.12
		Daily Total:	0.00	0.00	7.30	8.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.0	
<input type="checkbox"/>	Center	Center Description	Sat 4/29	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6	Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10	Thu 5/11	Fri 5/12	Period Totals	ETC/Sal

## Accessing Available Center Numbers or Leave Accounts

To view and access center numbers or leave accounts that you are allowed to charge, place a ✓ in the box located on the left-hand side of the center number and click on the **"Expand"** button on the toolbar, or click on the + sign next to the activity, on the left side of the timesheet.

Select All	Center	Center Description	Sat 4/29	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6	Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10
<input type="checkbox"/>		Payroll Department			5.30	8.50	8.50	5.70	4.00					
<input type="checkbox"/>	emp default	Administrative Leave												
<input type="checkbox"/>	emp default	Holiday Leave												
<input type="checkbox"/>	emp default	Other Leave												
<input type="checkbox"/>	emp default	Sick Leave			2.00			1.30						
<input type="checkbox"/>	emp default	Vacation Leave			0.70			4.00						
		Daily Total:	0.00	0.00	8.00	8.50	8.50	7.00	8.00	0.00	0.00	0.00	0.00	0.00

Collapsed Timesheet

Highlight the correct center or leave account number, and record hours on the appropriate day.

Select All	Center	Center Description	Sat 4/29	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6	Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10
<input type="checkbox"/>	emp default	Other Leave												
<input type="checkbox"/>	emp default	SA117 - non-paid leave												
<input type="checkbox"/>	emp default	SA105 - paid worker comp					2.00							
<input type="checkbox"/>	emp default	SA106 - jury duty					2.00							
<input type="checkbox"/>	emp default	SA107 - military training												
<input type="checkbox"/>	emp default	SA108 - voting												
<input type="checkbox"/>	emp default	SA109 - bereavement												
<input type="checkbox"/>	emp default	SA115 - non-paid worker comp												
<input type="checkbox"/>	emp default	SA117 - non-paid leave												
<input type="checkbox"/>	emp default	Vacation Leave					0.70				4.00			
<input type="checkbox"/>	emp default	SA101 - vacation leave					0.70				4.00			
<input type="checkbox"/>	emp default	SA101 - vacation leave												
		Daily Total:	0.00	0.00	8.00	8.50	8.50	7.00	8.00	0.00	0.00	4.00	0.00	0.00

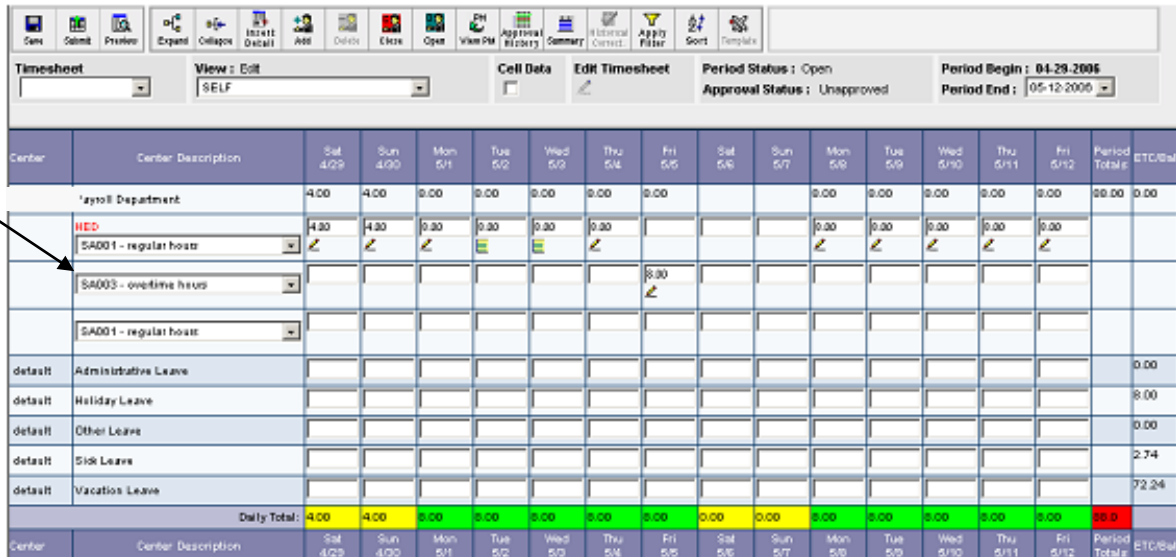
Expanded Timesheet



## Recording Overtime Hours – SCA Employees Only

Overtime is calculated on actual hours worked in excess of 40.0 hours within the workweek (scheduled holiday hours count as hours worked).

Once the employee's work hours exceed 40.0 hours, overtime is recorded.



The screenshot shows the EdR Timesheet application. The top menu bar includes options like Save, Submit, Preview, Expand, Collapse, Insert Detail, Add, Delete, Edit, Open, View Pk, Approval History, Summary, Historical Correct, Apply Filter, Sort, and Template. The toolbar below the menu bar includes buttons for Timesheet, View, Edit, Cell Data, EdR Timesheet, Period Status, and Approval Status. The main data grid displays a weekly timesheet for a payroll department employee. The grid has columns for days of the week (Sat 4/29, Sun 4/30, Mon 5/1, Tue 5/2, Wed 5/3, Thu 5/4, Fri 5/5, Sat 5/6, Sun 5/7, Mon 5/8, Tue 5/9, Wed 5/10, Thu 5/11, Fri 5/12) and rows for different centers and descriptions. A red arrow points to the 'SA001 - regular hours' row, which shows 4.00 hours for Sat 4/29 and 4.00 hours for Sun 4/30. The 'Daily Total' row at the bottom shows 4.00 hours for Sat 4/29 and 4.00 hours for Sun 4/30.

Center	Center Description	Sat 4/29	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6	Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10	Thu 5/11	Fri 5/12	Period Totals	ETC/Sat
Payroll Department		4.00	4.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	00.00	0.00
RED		4.00	4.00	0.00	0.00	0.00	0.00				0.00	0.00	0.00	0.00			
	SA001 - regular hours	4.00	4.00	0.00	0.00	0.00	0.00				0.00	0.00	0.00	0.00			
	SA003 - overtime hours							0.00									
	SA001 - regular hours																
default	Administrative Leave															0.00	
default	Holiday Leave															8.00	
default	Other Leave															0.00	
default	Sick Leave															2.74	
default	Vacation Leave															72.24	
	Daily Total	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.00	

Recording Overtime Hours

## Submitting Your Timesheet

After recording your hours for the pay period, save your timesheet and submit for approval.

Timesheets must not be submitted before noon on Thursday of the processing week unless you are on scheduled leave or company travel. (Company travel must be indicated in the note section of the timesheet.)

Login ID: w56423 Date: 05-04-2006

Send Mail | About | Help | Exit

Save Submit Preview Expand Collapse Insert Detail Add Delete Close Open View PM Approval History Summary External Correct Apply Filter Sort Template

Timesheet View: Edit Cell Edit Period Status: Open Period Begin: 04-29-2006

Select	Center	Center Description	Sat 4/29	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6	Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10
<input type="checkbox"/>		Payroll Department	4.00	4.00	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00
<input type="checkbox"/>	emp default	Administrative Leave												
<input type="checkbox"/>	emp default	Holiday Leave												
<input type="checkbox"/>	emp default	Other Leave												
<input type="checkbox"/>	emp default	Sick Leave												
<input type="checkbox"/>	emp default	Vacation Leave												
		Daily Total:	4.00	4.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00
<input type="checkbox"/>	Center	Center Description	Sat 4/29	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6	Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10

Timesheet Submission - Microsoft Internet Explorer

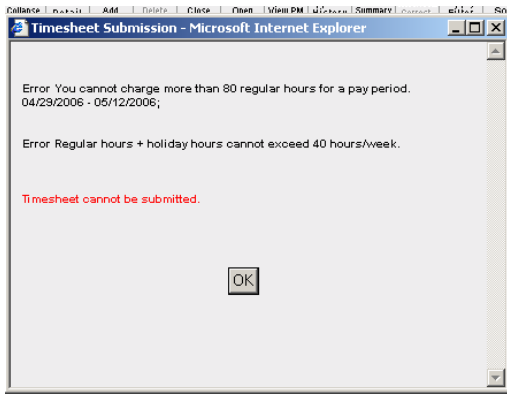
All the Rules passed. Proceeding to Submit.

OK

To submit your timesheet:  
Click on the "Submit" button on the toolbar.

- If your timesheet is in compliance with the company's Policies and Procedures, you will see "All the Rules passed. Proceeding to Submit."

–Click on the "OK" button.



- If your timesheet does not comply with the company's Policies and Procedures, an error message will be displayed.

–Click on “**OK**” to return to your timesheet to correct the error and resubmit your timesheet.

Once you have submitted your timesheet for approval, you are no longer able to make changes.